

VIETNAM LIVING STANDARDS SURVEY

SUPERVISOR'S INSTRUCTION MANUAL

VLSS STEERING COMMITTEE

SEPTEMBER 1992

1. INTRODUCTIONS

1.1. Objectives of the VNLSS

The principal objective of the VNLSS is to collect basic data reflecting the actual living standard of the population. These data then be used for evaluating socio-economic development and formulating policies to improve living standard. Followings are the main goals by the year of 2000.

- Reduce the population growth rate to less than 2% per year
- Reduce infant mortality (under 5 years old) 0.81% (1990) to 0.55%; and from 0.46% (1990) to 0.30% (under one year old).
- Reduce the mortality rate of women concerning the pregnancy and maternity.
- Reduce the malnutrition of children under 5 years old from 51.5% at present to 40% in 1995 and under 30% by the year of 2000. Heavy malnutrition should not be existed by the year of 2000.
- Population can access to safe water resources from 43% (1990) to 82% of which 40% to 80% in rural areas. Population use sanitary latrine from 22% (1990) to 65%, of which in rural areas from 15% to 60%.
- 90 percent of children complete the endeavor universal first level education before the age of 15, and the rest should complete the third grade. By the year of 2000 no children at the age of 15 will be illiterate.
- Improve the cultural, spiritual life of the children, to ensure that 30 percent of communes (by the year of 1995) and 50 percent of communes (by the year of 2000) have entertaining place for children.

The main information collected by the survey includes:

- + Household income and expenditures,
- + Health and education,
- + Employment and other productive activities,
- + Demographic characteristics and migration and
- + Housing conditions.

In addition, the information gathered is intended to improve planning of economic and social policies in Vietnam and to assist in evaluating the impact of the policies. It should enable decision-makers to;

- + Identify target groups for government assistance,
- + Construct models of socio-economic development policies, both overall and on individual groups, and
- + Analyze the impact of decisions available and of the current economic situation on living condition of households.

1.2 Methodology of the VNLSS

In an effort to reconcile the purpose of the VNLSS, with the human and budget resource available, the sample size is 4.800 households. The coverage for selection the survey sample is all cities and provinces of Vietnam, excepting islands: i.e Phu Quoc,

Dao, Cat Hai, etc.

The survey sample was selected by Probability Proportional to the Size Method (PPS). Cities and provinces are divided into urban and rural areas and sample units were chosen in three steps:

- First: Selection of communes (primary units)
150 communes were chosen from urban and rural areas (primary units) by PPS method. There were 121 rural communes and 29 urban communes chosen.

- Next: Selection of villages/clusters (secondary units).
In each selected commune 2 villages/clusters should be chosen by PPS method, in total 242 villages of rural areas and 58 clusters of urban areas were chosen

- Last: Selection of households (final units).
In every selected village/cluster 16 households were selected by systematic method. In total 4,800 households were selected, of which 3,872 households are of rural areas and 928 households are of urban areas.

In order not only to have the results of the survey in time, but also to avoid seasonal influence, the survey is used alternative method. 4,800 households are divided into 10 sub-samples, one sub-sample will be interviewed in one month by one survey team.

Two kinds of questionnaire are used in the survey:

- * The household questionnaire, which is completed by two rounds of interview in two weeks.

- * Living standards of the household depends on the living conditions of the community where they live, that is why the community and price questionnaires are also used for this survey in rural areas. The information collected by these questionnaires regarding the infrastructure, education and medicine facilities, price of consumer goods and of service.

The VNLSS uses an interview method to collect the information. The referent period of the survey are: last two weeks, last four weeks and last 12 months.

This is a complicated multipurpose survey so some technical methods are applied in order to get high quality data. Such as:

Most of answer alternatives are coded in order to shorten the time and to reduce mistakes in writing the answers

- the completed questionnaires of the first round are given to the data entry operator to entry the collected information into computers, so the supervisor can check the quality of these questionnaires by reading the print-out. And the mistake of the first round can be corrected by the second round of interview.

- One supervisor has been assigned for every two interviewers and one data entry operator, so the supervisor can supervise the works of interviewers and data entry operator properly

O r d e r	Name of province	Number of selected villages/clusters			Number of h.lds to be interviewed		
		Urban	Rural	Total	Urban	Rural	Total
1	Lao Cai	-	4	4	-	64	64
2	Yen Bai	2	-	2	32	-	32
3	Ha Giang	-	2	2	-	32	32
4	Tuyen Quang	-	2	2	-	32	32
5	Cao Bang	-	2	2	-	32	32
6	Lang Son	-	2	2	-	32	32
7	Bac Thai	2	2	4	32	32	32
8	Vinh Phu	-	8	8	-	128	128
9	Son La	2	2	4	32	32	32
10	Ha Tay	-	10	10	-	160	160
11	Hoa Binh	-	4	4	-	64	64
12	Ha Noi	4	6	10	64	96	160
13	Ha Bac	2	12	14	32	192	224
14	Quang Ninh	-	2	2	-	32	32
15	Hai Phong	4	6	10	64	96	160
16	Hai Hung	-	14	14	-	224	224
17	Thai Binh	-	8	8	-	128	128
18	Ninh Binh	-	4	4	-	64	64
19	Nam Ha	2	14	16	32	224	224
20	Thanh hoa	2	12	14	32	192	192
21	Nghe An	2	14	16	32	224	256
22	Ha Tinh	-	4	4	-	64	64
23	Quang Binh	-	2	2	-	32	32
24	Quang Tri	-	2	2	-	32	32
25	Thua Thien Hue	-	4	4	-	64	64
26	Q. Nam-Da Nang	4	6	10	64	96	160
27	G. Lai-Kon Tum	-	2	2	-	32	32
28	Quang Ngai	-	6	6	-	96	96
29	Binh Dinh	2	4	6	32	64	96
30	Phu Yen	-	2	2	-	32	32
31	Dac Lac	-	4	4	-	64	64
32	Khanh Hoa	2	22	4	32	32	64
33	Ninh Thuan	-	2	2	-	32	32
34	Binh Thuan	2	2	4	32	32	64
35	Lam Dong	-	2	2	-	32	32
36	Song Be	-	4	4	-	64	64
37	Tay Ninh	-	4	4	-	64	64
38	Long An	2	4	6	32	64	96
39	TP Ho Chi Minh	10	4	14	160	64	220
40	Dong Nai	2	6	8	32	96	128
41	Vung Tau-Ba Ria	-	2	2	-	32	32
42	Tin Giang	2	6	8	32	96	128
43	Ben Tre	-	4	4	-	64	64
44	Vinh Long	-	4	4	-	64	64
45	Tra Vinh	-	4	4	-	64	64

46	Dong Thap	2	4	6	32	64	64
47	An Giang	-	6	6	-	96	96
48	Kien Giang	2	4	6	32	64	96
49	Can Tho	-	4	4	-	64	64
50	Soc Trang	2	4	6	32	64	96
51	Minh Hai	2	6	8	32	96	128
	Total	58	242	300	928	3872	800

1.3. Organization of the survey.

The VNLSS is conducted by technical and financial assistance of WB. SPC in collaboration with GSO carries out and directs this survey. Since 1991 a group of consultants of the WB have helped Vietnam experts in questionnaire design, sample selection, preparation of data entry program, training courses, field test etc. At the center level a steering committee and a working group consisted of experts of SPC and GSO was set up, For conducting the survey 15 teams will be organized. The members of the teams are experts of SPC, GSO and of provincial planning sections and statistical offices.

The steering committee, consisted of 4 members, is responsible for making the plan for organizing and conducting the survey.

- 1 director of the committee, who is responsible in all aspects of organizing and conducting the survey.

- 3 vice directors, who are responsible in making the plan for organizing, conducting and controlling all the process of the survey.

- the working group, consisted of 3 persons of SPC and 3 persons of GSO, is responsible for designing questionnaires, supervisor's manual, interviewers manual, organizing training courses, supervising and carrying out the survey.

The survey team is composed of six members.

- Supervisor is responsible for controlling the activities of interviewers, data entry operator and all other activities of the team in the field. At the same time the supervisor has to fill out the community and price questionnaires.

- 2 interviewers are responsible for filling out the household questionnaires by interviewing selecting households.

- 1 anthropometrician is responsible in measuring the height/recumbent length, weight, arm circumference of all members of the survey household, and filling out the price questionnaire

- 1 data entry operator is responsible for entering collected information into computer according to entry program, and then giving the print-out to supervisor for checking the completed questionnaires. At the same time he/she has to manage the computer, printer, and other equipment and regularly sends the soft disks to computer center in Hanoi.

- 1 driver is responsible for driving team's member during survey time.

1.4 Interviewing procedures .

To collect data, interviewers of 15 survey teams are responsible for interviewing 4.800 selected households. The survey team is located in survey communes or in office of planning or statistical board in order to have close relations with local authorities in solving the problems raised in survey process. Every survey team interviews 10 communes i.e. 20 villages/clusters. The survey of one commune is divided into 2 rounds and one round lasts two weeks, means the survey team has to stay a month in every survey commune.

The survey household is interviewed by two times.

- During the first round, the household is asked from section 1 to section 8 in the household questionnaire

- In the second round, from section 9 to section 14

The procedure of interview of each commune is as follows.

First week: 16 selected households of the first village/cluster are asked for the sections of the first round. When the interview has been finished, supervisor and interviewers check the completed questionnaires and then give them to data entry operator to entry the collected data into computer.

- Second week: The survey team do the same work in the second village/cluster.

Third week: The survey team return to the first village/cluster to ask the rest sections of the household questionnaire.

Fourth week: Repeat the same work as of the third week in the second village/cluster of the survey commune and finish the survey of this commune.

- After each round of interview has been finished, all completed questionnaires must be checked for consistency and accurateness. If necessary interviewer has to come back to the household for re-interviewing.

2. The supervisor's task

2.1 Role of the supervisor:

As the leader of the data collection and entry team and the representative of the Steering committee, the supervisor has a key role in the survey. Your scope of responsibilities cover the following:

2.1.1 Over-all supervision, coordination and monitoring of data collection activities.

2.1.2 Monitoring, review and evaluation of the quality of field interviews, completed questionnaires and checking of the data entry printouts.

2.1.3 Management of personnel, equipment and vehicles.

2.1.4 Exchange of information between Steering committee and field team, and send reports to Steering committee regularly.

2.2 Specific duties of the supervisor.

- 2.2.1 Publicity of the purposes of the survey.
- 2.2.2 Selecting of households, and assigning the households to interviewers and to anthropometrician.
- 2.2.3 preparing the questionnaire for interviewers.
- 2.2.4 Drawing up the household cards.
- 2.2.5 scheduling household interviews.
- 2.2.6 Recruiting interpreter (if necessary).
- 2.2.7 Checking the completed questionnaires.
- 2.2.8 Observing interviews.
- 2.2.9 Re-interviewing households
- 2.2.10 In collaboration with the anthropometrician complete the community and price questionnaires.
- 2.2.11 Checking the printouts.

The content of general and specific duties of the supervisor will be explained in detail in parts 3, 4, 5, 6, 7 and 8 of this manual.

2.3 Relationship with the steering committee

2.3.1 Technical responsibility and monitoring.

The supervisor is responsible for all activities of the team with the Steering committee. The team will lay down the general direction of the work and issue instructions for action at the technical level, these orders will be passed via regional representative. For this reason, the supervisor has to send report on all activities of the team to Steering committee regularly.

Every month the Steering committee will send it's staff to the field team for inspection. The Purpose of inspection is as follows

- Performing of survey procedure
- Visit some households that have already been interviewed, re-ask some questions at random in order to evaluate the quality of the data collected by the interviewers.

Thank to field inspections the Steering committee can evaluate the quality of the work of supervisor, interviewers, and other teams members.

2.3.2 Making supervisor's report.

At the end of each month, the supervisor has to send to Steering committee all the completed household, community, price questionnaires, and diskettes containing the entered data of the two rounds of survey of the commune interviewed. In addition you must prepare a brief report on the two villages/clusters surveyed

during the month. Following aspects should be included in this report.

- Name and code of interviewers
- The Household Selection Form, with a notation of which sixteen households were interviewed in each village/clusters
- A description of any difficulties, and how they were overcome
- A description of household were replaced, why they were replaced, and the list of replacement households
- A note on the quality of the work of each interviewer, his/her behavior during interviews, and relationship between team's member and between supervisor and the rest members of the team.
- A brief report on the work of data entry operator

Note: This report needs only to be brief and should highlight problem areas, and specific issues rather than general issues.

All other materials such as: questionnaires Household Selection Form and other document should be kept at regional office until the end of the survey.

2.4 Relationship with the regional Representative

The steering committee is responsible for organizing the training courses for supervisors, interviewers. On behalf of the steering committee, the regional representative is responsible for administrating all field teams in his/her region. The regional representative must sort out any difficulties, which arise for the teams in the region.

The regional representative will not be allowed to send a team member on leave without discussing with the supervisor, nor will the regional representative has the right to move or uses team's equipment of the field team such as vehicle, computer, printer and other items for any purpose not directly related to the household survey.

The supervisor is wholly responsible for scheduling the day-to-day work of his/her team, and for each round of interview.

3. PREPARATION FOR THE SURVEY

You will be given a list of selected communes, and the schedule of conducting the survey of these communes by the steering committee. At the team's arrival of the team to the commune the supervisor has to do 3 following tasks.

- Preparing the content of the meeting with local authority
- Selecting the households to be interviewed
- Preparing of questionnaires for the interviewers

3.1 Contacting the local authority for publicity and explaining the purpose of the survey.

At the arrival in surveyed commune the first thing you must do is to meet the local authority to explain the purpose of the survey and distribute the materials for publicity and letters to the household, ask them to cooperate with your team and to help you in performing the survey.

In addition you must explain the purpose of the survey to the households to be surveyed in order to make them understand

the importance of the survey and cooperate with you in answering the questions.

3.2 Selecting households to be interviewed

The steering committee is responsible for selecting the communes and villages/clusters. However, in one or two communes, so far there have not been enough information to select villages/clusters, If it is the case the supervisor has to select the villages/cluster to be interviewed.

In each commune 2 villages/clusters should be selected. The selection method of village/cluster is as follows.

- All villages/clusters of the commune should be listed
- The surveyed villages/clusters should be selected by proportional systematic method.

3.2.1 Listing villages/cluster of the commune to be interviewed

The villages/clusters should be listed by following Form

VILLAGE/CLUSTER SELECTION FORM

Province/city.....	
District.....	
Commune.....	
Village/cluster.....	
Date.....	
Supervisor.....	

Order	Name of village/cluster	Number of households of village/cluster	Accumulate number of households
A	B	1	2
1			
2			
.			
.			

List all villages/clusters of the commune and fill in the number of household residing in each village/cluster of the commune based on the population statistic data available in the commune authority. The village/cluster should be listed by the order of North-South and East-West. The number of household will be accumulated village by village.

3.2.2 Selection of two villages/clusters to be interviewed

After all villages/clusters have been listed and the number of all households residing in the commune have been accumulated you should define the "Interval" of village selection

- Defining the "Interval" of village selection

The "Selection Interval" is defined by dividing the accumulated number of all household residing in the commune by 2.

- To assume K is Interval of selection of village

$$K = \frac{\text{Accumulate number of households}}{2}$$

- Finding the Random Start

The Random start number should be found in the list of random numbers should be bigger than 1 and smaller than Interval of village selection

The first village selected should be the village which the number of Random start is just bigger than it's accumulated number of households.

The second village should be the village which it's accumulated number of households is just smaller than the sum of accumulated number of the first village selected and the "Interval" of selection

For example: Following is an example of a commune

Order	Name of village/ cluster	Number of household of each village/ cluster	Accumulated number of households
1	Village/cluster No: 1	500	500
2	Village/cluster No: 2	350	850
3	Village/cluster No: 3	400	1250
4	Village/cluster No: 4	700	1950
5	Village/cluster No: 5	600	2550
6	Village/cluster No: 6	400	2950

Based on the data above, the villages should be selected as follows.

$$\text{- The "Interval" } K = \frac{2950}{2} = 1475$$

- The number of random start is 1260, then the first village selected is the village No: 3 because this village has accumulated number 1250 just smaller than the number of random start. The second village selected is village No: 5 because the accumulate number of household of this village is just smaller than the sum of accumulate number of household of village No: 3 and number of random start. The accumulate number of village No:

5 is 2550 is just smaller than 2725 (1250 + 1475)

The next step, after selection of village, is to select 20 in each village/cluster selected of which 16 households to be interviewed and 4 replacement households.

The method of household selection is as follows.

- Listing all households residing in the village/cluster selected
- Selecting the 20 households by systematic random sampling from the master list.

3.2.3 Listing all households residing in the village/cluster selected.

You will be given specific forms for this purpose. This form consisted of following information.

HOUSEHOLD SELECTION FORM

Province/city.....
 District.....
 Commune.....
 Village/cluster.....
 Date.....
 Supervisor.....

O r d e r	Name of head of household	Number of household members	Address	Note
A	B	1	2	3
1				
2				
.				
.				
.				

This list is made out based on the population statistic data available in the commune's authority. All households residing in the commune should be list by the order of North-South and East-West. The total number of households listed in this form must be filled in the box labelled "Total number of households" in the list of households selected.

3.2.4 Selection of 20 households to be interviewed.

After listing all households residing in the village/cluster selected, you must define the "Interval" of household selection and the number of Random start.

- The "interval" of household selection is calculated by dividing the total number of households residing in the village/cluster selected by 20, to assume K is the "Interval" of household selection, K is calculated by following formula

$$K = \frac{\text{Total number of households list in the HSF}}{20}$$

You must write the value of K into the box labelled "Selection Interval" in the list of households selected.

- Use the tables of random numbers to select the number of random start (Tables of one, two, three digit random numbers are enclosed to Supervisor's manual) The number of random start must be bigger than 1 and smaller than the value of selection interval.

You must write the number of random start into the box labelled "Random start" in the form of list of households selected.

The household which has the serial number in the household selection form equal to number provided for the random start is the first household selected. The next household is selected by adding the serial number of the first selected household to the number provided for the "Interval" of household selection, go on by this principle to select the rest.

For example: From the Household Selection Form of one commune you have defined that, the selection interval is 10 and the value of random start is 4, then the household No: 4 listed in the Household Selection Form will be the first household selected. By the method mentioned above, the second household selected will be household No: 14 ($4+10=14$) and the third one will be household No: 24 ($14+10=24$) listed in the Household Selection Form

The selection technique, called systematic random sampling. This method of sampling must be followed precisely to ensure that the sample of households drawn for the survey village/cluster is a random representation of all households residing in the village/cluster. Do not substitute a household for one specified by the selection technique, except in the special cases noted below.

After 20 households have been selected you must list all households selected in a form as follow:

LIST OF HOUSEHOLDS SELECTED

Province/city.....			
District.....			
Commune.....			
Village/cluster.....			
Date.....			
Supervisor.....			

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Total number of households	Selection Interval	Random start
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Order of h.lds selected	Serial number of h.ld in HSF	Name of head of household	Number of household members	Address	Note
A	B	C	1	2	3
1					
2					
3					
20					

Each household selected now has a serial number, copy from household Selection Form and a serial number in the list of households selected.

3.2.5 selection of replacement households.

The serial numbers of selected households of each village runs from 1 to 20. From these 20 households 4 household must be selected for replacement, and the rest are to be interviewed.

The method of selection of replacement households is the same as the one of household selection. The "Selection interval here is 5, to assume that the "Random start" is then the first replacement household will be household No: 5 in the list of households selected, and the second household will be household No: 10, the third will be household No: 15 and the last will be household

No:20. So in this example the households will be interviewed will be households No: 1, 2, 3, 4, 6, 7, 8, 9, 11, 12, 13, 14, 16, 17, 18, 19.

After 16 households to be interviewed have been selected you must give the list of these 16 household to the interviewers, and keep the list of 4 replacement households by yourself. do not let the interviewers know the list of 4 replacement households. Only you can replace the selected household, if it is necessary.

3.3 Preparation of questionnaires for Round One.

The supervisor should carefully prepare the household questionnaires for each selected commune before giving them to the interviewers.

This includes two tasks:

3.3.1 Check that the blank questionnaires have no missing pages or sections.

3.3.2 Copy all relevant information from 16 households to be interviewed of each village/cluster on the first page of household questionnaire. This information includes.

+ Name and code of village/cluster selected.

+ Serial number of households (serial number of household

is from the list of households selected rather than serial number from the Household Selection Form)

+ Name of head of household.

+ Address (street, commune, village, number of the dwelling)

3.4 Adding questionnaire for large number.

If, after visiting the household, the interviewer found that it is necessary to list more than 15 persons, they will need to use an additional questionnaire to collect information for the household. You should prepare the additional questionnaire in the same way you prepared the original questionnaires, and specify the number of each questionnaire into the third box on the left on the first page of the questionnaire, under which "SERIAL NUMBER" has been written. The first questionnaire will be marked "1/2" while the second questionnaire will be marked "2/2".

3.5 Preparing questionnaire for Round Two

After the information collected by the Round One has been entered, the printouts from the data entry program must be checked carefully before preparing the questionnaire for Round Two. The columns headed INTERVIEWER and OPERATOR on the page 0B "SUMMARY OF SURVEY RESULTS". This page must be filled in to reflect any errors or inconsistencies made by interviewers or data entry operator. If the supervisor find some questions to be asked again during Round Two. Write code 2 "TO BE COMPLETED" or code 3 "TO BE REDONE" in column of INTERVIEWER for the relevant section.

In the OPERATOR column, write code 2 "CORRECTIONS" if corrections will be made by the interviewer during round 1 or if there are data entry errors in a particular section.

* Note: All errors, inconsistencies in completed questionnaire should be marked by red pen.

Code 1 "SATISFACTORY" should only be used if there are no corrections of either kind (means of interviewer or of data entry operator) to be entered in a section.

When the checking work of Round one information has been finished you must prepare the questionnaires for the Round Two of interview, The preparing work should contain: fill in the name and ID code of the persons selected in section 7 "PERSONS FOR SECOND ROUND'S WORK" into relevant questions for Round Two of the questionnaires, means you should fill in the name and ID code in relevant questions of Round Two of Questionnaire as follows:

Copy from section 7 for

- Name and ID code of the person who knows most about all the agricultural and livestock activities of the members of the household (Section 7 Q. 2)

- Name and code of

To be filled in questions Round two

Fill in the name and ID code in given box for Respondent in Section 9 "Agro-pastoral activities"

Fill name and ID code into

respondent's office, factory sector, and name and ID code of the person who knows about A expenses and income of each business (Section 7 Q.4 and Q. 5)

given box for respondent in Section 10 "NON-FARM SELF-EMPLOYMENT" (Section 10 Part

Q. 1 and Q. 2)

- Name and ID code of the person who shops for food the household EXPENDITURES

Fill the name and ID code into given box for respondent of Section 11 "FOOD

(Section 7 Q. 8)

AND HOME PRODUCTION"

- Name and ID code of the person who knows most about the non-food expenditures, income and savings of the household members (Section 7 Q. 9)

Fill the name and ID code into given box for respondent in section 12 "NON-FOOD EXPENDITURES AND INVENTORY OF DURABLE GOODS"

See following example

SECTION 7: RESPONDENTS FOR SECOND ROUND'S WORK

Respondent is the person who knows most information on activities of the household members.

Name of respondent: NGUYEN THANH ID: 1

1. During the last 12 months, has any member of your household worked as an independent farmer or family worker on a farm belonging to the household or raised animals?

VERIFY WITH SECTION 4

YES.....1

1

PART A Q.4 AND Q.5

NO.....2 (>>3)

2. Who is the person who knows most about all the agricultural and livestock activities of the members of your household?

Name: NGUYEN THANH ID: 1

Copy the name of this person and ID code in Section 9

3. During the last 12 months, has any member of your household worked for him/herself other than on a farm or raising animals, for example. Has anyone operated his/her business, trade or industry, engaged in an independent profession, or worked as an independent fisherman, hunter, or artisan?

VERIFY WITH SECTION 4

YES.....1

1

PART A Q.4 AND Q.5

NO.....2 (>>B)

0	4. What different trade,	5. Who is the person	Copy
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r d e r	business, industries, services or profession were owned or managed by member of your family during the last 12 months (since..)? CHECK OCCUPATION GIVEN IN 4B, 4C. 4E. MAKE A COMPLETE LIST BEFORE ON GOING TO Q.5	who knows most about the expenses and income of [NAME OF BUSINESS, ENTERPRISE ETC.]?	the most three important Business in section 10
	Code		ID CODE
1	HEALTH CARE	933	NGUYEN THI LAN
2	ROAD TRANSPORTATION	711	NGUYEN NAM
3	TRADE	631	NGUYEN THI HUONG
4	SERVICE	952	NGUYEN HANH

7. Among these trade, business, which are the most important for the household?

WRITE THE ORDER NUMBER OF THE THREE MOST IMPORTANT

1	2	3
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8. Who shops for the food for your household?

Name: NGUYEN THI LAN	ID CODE: 2
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Copy the name and ID code of this person in the box for respondent in Section 11

9. Who in your household knows most about the non-food expenses and income and savings of the members of your household?

Name: NGUYEN THI LAN	ID CODE: 2
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Copy the name and ID code of this person in the box for respondent in Section 12

4. ARRIVAL IN THE COMMUNE

In general, on the field you should always keep in mind that, this is a multipurpose survey. The questionnaire is consisted of many questions, interview's time will be greater than those of most other survey. It is your responsibility as well as team's members to do whatever is necessary to ensure that collected information is with high quality. As team supervisor you should follow normal practice upon arriving in a commune on the first day of the survey, you should meet local authority to explain the purpose of the survey, let them know your schedule of interview and highlight the issues that you are need to be helped.

4.1 explaining the purpose of the survey

First, upon arriving in a commune, you should introduce yourself and your team members to local authority. Next you should explain that:

- Under assistance of government (Council of ministries) a survey of Vietnam households is conducted by the State Planning Committee in collaboration with the General Statistical Office in order to collect information, based on which the government can gain better understanding of present living condition of Vietnam household. The survey, thus is very important for planners, policy makers to know how to improve the people's living standard.
- The data collected from this survey will be used as the basic for analyzing important social and economic policy issues, such as differentiation of population, poverty, access to basic services, employment, and unemployment of youth etc.
- The households and the villages/cluster to be interviewed have been selected at random and objectively.
- All the information recorded will be regarded as confidential and covered by the obligation of statistical secrecy, and the survey is not concerned in any way with taxes.
- The survey will take the form of two rounds of interview. The interviewer will return after two weeks to complete the interview.

4.2 Recruiting interpreters

Before starting the Round one's work, you should find out what languages are spoken by the people residing in the survey commune. In the case that people in the commune can not understand the languages that your team members speak, you must find the persons who can do the interpretation. In these cases you must recruit interpreters. The supervisor can either ask the head of household to choose someone or ask the chief of local authority to recruit a few people to serve as interpreters.

The best interpreter is someone chosen by the respondent since the questions are confidential and the interpreter must be someone the respondent is willing to trust. The supervisor should aware, however, that, there are certain problems in adopting this solution: such as: How to know good the translation is, The person chosen by the respondent speaks the dialect, for example H'MONG or TAY languages but he/she may not speak it well enough to translate everything said during the interview, such person should not be recruited.

Another problem that often arises is that the interpreter chosen by the respondent knows the household's affairs so well that he/she intends to answer for the respondent without translating the questions, if that happens, the interviewers may remind him/her frequently but politely, that the respondent is the person who was chosen to be interviewed and that only his/her own answers can be recorded in the questionnaire.

4.3 Initial visit to households

On the first day of Round One, you should assign eight households

to each interviewer and ask him/her to visit these households in order to define their address, introduce themselves and collect the household roster as described in interviewer's manual. At the same time the interviewers can arrange time to re-visit the households and relevant respondents during the remainder of time the team is working in the commune. The supervisor should meet with the interviewers to help them to resolve any discrepancies or inconsistencies in the roster and to verify that respondent households are being cooperative.

5. PROBLEMS ENCOUNTERED IN THE FIELD.

In fact the survey team encountered many problems on the field at the beginning of interview. The problems that arise most frequently are:

- There are differences in finding address of household selected, because information provided was too vague, the household was moved to another area, or their dwelling has been destroyed.
- The appropriate respondent for each section are not available
- A household refuses to take part in the survey or answer the questions in certain sections or give wrong answers.

5.1 Difficulties in locating a household

If the interviewer can not find one of the households, you should go with him/her to the place and ask for information from the neighbors, the village chief or the commune head. On the list of the households belonging to the sample there is the name of the head of household, number of household members, address (street, house number, name of village/cluster)

On the Household Selection Form contains similar information for all households, residing in the commune selected.

If the interviewer finds a household at a given address but the head of the household is different from the one identified, the interviewer must talk to the household members in order to ascertain whether it is in fact the same household (the former head having died or miswritten, for instance) or whether the household previously identified at that address has moved and now another household occupied the dwelling.

- If it is the same household with a different head, you should record this on the "SURVEY INFORMATION SHEET" in the second box entitled "VERIFICATION OF THE QUESTIONNAIRE, ROUND ONE" (see example in the next page)

- If the household has moved and there is another household in the same dwelling, the interviewer may interview the new household instead (this problem will be discussed below). However, before giving permission for this replacement, you must go with the interviewer to the dwelling to verify the situation. You should never allow the interviewer to take the decision him/herself to replace a household. If a replacement is made, record the serial number of household on the SURVEY INFORMATION SHEET in the box entitled "VERIFICATION OF THE QUESTIONNAIRE, ROUND ONE"

- If the dwelling has been destroyed or abandoned (by fire or other reason of destroying), you should always verify yourself that this is the case. The household should be replaced following

the rule set out in section 5.4 of this manual.

Besides cases mentioned above, there are several other cases may happen, such as: a household has been interviewed questions for Round one and at the time that the interviewer comes back for Round two, the head of the household is absent or the interviewer can not continue his/her work by some other reasons (for example: the household has moved or has a funeral)

- In the case that, the head of household is absent, the interviewer may ask the household members to choose other person to answer the questions for Round two in stead of the head of the household.

- In the later case, the household has funeral, the interviewer should discuss with the supervisor to replace new household. The replacement household should be asked for all questions for Round one and for Round two by one time of visit during the time that the team are working on the Round two's work, and the period "Since my last visit" should be replace by "During the last two weeks"

5.2 Absent of respondents

Each part of the questionnaire is directed to a specific household member, if the person, who is supposed to reply to any part of the questionnaire is absent on the interviewer's first visit, he/she must inquire when he/she may return to interview that person. The interviewer is not allowed to ask anyone to get information except for the supposed respondent. If after repeated attempts he/she can not meet the desired respondent, some other individual can provide information. This should be an exception rather than the rule, and the supervisor should pay careful attention to control these case.

5.3 Refusal households.

Interviewer may encounter different kind of refusal form the households.

- Refuse to answer some parts of the questionnaire.

- Refuse to answer all questions given by the interviewer.

To avoid refusing, the interviewer must explain carefully the purposes of the survey before giving questions to the respondents.

The following are among the most frequent reasons for refusal to cooperate.

- + The respondent fear that, the information concerning to their incomes may be used for tax purpose or for re-distribution of income. This fear is found most commonly among the households running business, trade, etc., in general among upper income urban households. To reduce this fear, during survey process, the interviewer should pay attention to following points:

- * Explain that any information provided will be kept strictly confidential. Taken together with information collected from other households it will be used as the base for analyzing and making socio-economic policies for further development of the country, without revealing anything about any specific household at all.

- * The collected information will be used as the base data in evaluating present living standard of population. And it will

enable planners to devise better policies for improving the living standard of every Vietnamese.

+ Household members, normally, do not want to have an interviewer in their home for such a long time, which is also encountered most frequently in urban households. To avoid taking long time of interview and visiting household too many times, the interviewer should make out specific schedule for each household, and he/she work at any time that it is most convenient for the household members (at noon, evening or on Sunday). In case, when the interviewer can not persuade the household to cooperate, the supervisor should visit the household and try to persuade the household to do so. The supervisor may ask whether, the interviewer has been polite, and so forth. If the household still refuses to cooperate, a replacement should be found, following the rule set out below.

5.4 Replacing a household

Although the team will only interview 16 households in each commune, but you have been asked to list 20 households on the List of Household Selected. This is because a household may have vacated the dwelling unit or refused to be interviewed, and thus must be replaced by one of your additional households selected as reserve. All decision to replace one of the selected 16 households must be made by the supervisor and never by one of the interviewers. When a household has been replaced the supervisor must write a brief report explaining why the household has to be replaced in the line REMARKS in the second box entitled "VERIFICATION OF THE QUESTIONNAIRE, FIRST ROUND" of the first page of the questionnaire.

When to use a replacement household

You should only use a replacement household when:

- The address of the household selected can not be found or the dwelling unit designated by the street and house number is vacant.

- The household selected refuses to cooperate or the household members are unable to answer the questions.

If the household selected has moved and the same dwelling is occupied by new household, this household should be interviewed.

In that case the interviewer must inform to the supervisor that the selected household has moved, and the name of head of household moved should be canceled and replaced by the name of head of new household in the List of household selected.

CHOOSING A REPLACEMENT HOUSEHOLD

If the initially selected household must be replaced, it should be done by: choosing the replacement household has serial number in the List of households selected that is the closest to the serial number of the household that must be replaced. For example, the serial number of the household to be replaced is 4 in the List of households selected, then the replacement

household should be the household No:5 in this List (the first replacement household); or household No: 11 has moved and the dwelling is vacant, then the replacement household should be the second replacement household (this household has serial number 10 in the List of household selected). Do the same way if there are more refusals. In the case when all of replacement households have been used, but there is still refusal household must be replaced, a new replacement household should be selected by following method:

Check the master list of all household residing in the commune to see the serial number of initially selected household belongs to which Selection interval. The replacement household should be anyone that its serial number is in the same Selection interval of the initially selected household. Then you should find a random number from table for random numbers. The household has serial number coincided to random number found above will be chosen as a new replacement household (besides 4 initial replacement households)

* Note: If the random number selected is coincides to the serial number of initially selected household you should find another random number.

When a household is replaced the supervisor should enter this fact on the Survey Information Sheet, in the box entitled VERIFICATION OF THE QUESTIONNAIRE, ROUND ONE.

+ For the questionnaire of the household to be replaced, enter the number of replacement household in the box entitled "THIS HOUSEHOLD WILL BE REPLACE BY No:..." . Next enter the reason for the replacement, using the code:

- 1 = DWELLING NOT FOUND/VACANT
- 3 = REFUSAL

+ For the questionnaire of the replacement household enter the number of replaced household in the box entitled "THIS HOUSEHOLD REPLACES HOUSEHOLD No:..."

It means you must prepare a new questionnaire for the replacement household in such the manner of preparing the original 16 questionnaires, such as fill in the name and code of the village/cluster selected, serial number of the household (serial number in the List of 20 households selected), name of the head of the household, address etc.

The information mentioned above is all the information that will be entered in the questionnaire for the replaced household and replacement household.

* Note: All this information must be entered in both replaced and replacement questionnaires. To avoid wasting the replaced questionnaire, the first pages of the questionnaires have been printed separately. So the supervisor should enter the information of replaced household in separate page and of replacement household in the page attached to the questionnaire. (See method below)

COMPLETING INFORMATION OF HOUSEHOLD HAS MOVED

CLUSTER 1

HEAD OF
HOUSEHOLD: LE THANH
ADDRESS (OR DESCRIPTION): No:2 THUY KHUE street

ROUND ONE

INTERVIEWER: NGUYEN SINH DATE

DWELLING FOUND?: YES..1 IS THE HEAD OF YES..1 *
NO...2 THE HOUSEHOLD
THE SAME NO..2 (>>SUPERVISOR

NAME OF NEW HEAD.....

RELIGION OF HEAD.....

ETHNIC GROUP OF HEAD.....

LANGUAGE USED BY THE RESPONDENT.....SPECIFY:

REMARKS

VERIFICATION OF THE QUESTIONNAIRE, FIRST ROUND

SUPERVISOR: LE NGOC LAM DATE

REMARKS: THE HOUSEHOLD HAS MOVED, THE DWELLING HAS
BEEN VACANT SINCE 15-2-92

REINTERVIEWED BY YES..1
SUPERVISOR? NO..2

THIS HOUSEHOLD
REPLACES
HOUSEHOLD No:

THIS HOUSEHOLD
WILL BE REPLACED
BY HOUSEHOLD No:

* The head of the household has not been found

** Supervisor found that the household has moved, and he/she
has filled name of replacement household

COMPETING INFORMATION FOR REPLACEMENT HOUSEHOLD

CLUSTER 1

60

15

/

HEAD OF

HOUSEHOLD: LE THANH

ADDRESS (OR DESCRIPTION): No:2 THUY KHUE street

ROUND ONE

INTERVIEWER: NGUYEN SINH

6

DATE

28

03

92

*

DWELLING FOUND?:YES..1

1

IS THE HEAD OF YES..1

2

NO...2

THE HOUSEHOLD

THE SAME NO.2(>>SUPERVISOR

NAME OF NEW HEAD.....**

RELIGION OF HEAD.....

ETHNIC OF HEAD.....

.....

.....

REMARKS

VERIFICATION OF THE QUESTIONNAIRE, FIRST ROUND

SUPERVISOR: LE NGOC LAM

ATE

REMARKS:

.....

* The interviewer found that the head of the household is not the same.

** after verifying the supervisor found that the household is the same

*** The interviewer starts the interview and fills in the name of the head of new household.

COMPLETING INFORMATION OF REPLACED HOUSEHOLD

CLUSTER 1

50

16

/

HEAD OF

HOUSEHOLD: LE THANH

ADDRESS (OR DESCRIPTION): No:2 THUY KHUE street

ROUND ONE

INTERVIEWER: NGUYEN SINH DATE *

DWELLING FOUND?: YES..1 IS THE HEAD OF YES..1
 NO...2 THE HOUSEHOLD
 THE SAME NO..2(>>SUPERVISOR

NAME OF NEW HEAD.....
 RELIGION OF HEAD.....
 ETHNIC GROUP OF HEAD.....
 LANGUAGE USED BY THE RESPONDENT.....SPECIFY:
 REMARKS....

VERIFICATION OF THE QUESTIONNAIRE, FIRST ROUND

SUPERVISOR: LE NGOC LAM DATE

REMARKS: THE HOUSEHOLD HAS MOVED, THE DWELLING HAS
 BEEN VACANT SINCE 15-2-92

REINTERVIEWED BY YES..1
 SUPERVISOR? NO..2

**

THIS HOUSEHOLD THIS HOUSEHOLD ..
 REPLACES WILL BE REPLACED ..
 HOUSEHOLD No: BY HOUSEHOLD No:

* The dwelling not found
 ** The supervisor found that, the dwelling has been
 existed before the time of conducting the survey, and the
 household selected is replaced by household No: 20

COMPLETING INFORMATION OF REPLACED HOUSEHOLD

CLUSTER 1

HEAD OF
 HOUSEHOLD: TRAN QUANG
 ADDRESS (OR DESCRIPTION): No:5 THUY KHUE str. *

ROUND ONE

INTERVIEWER: NGUYEN SINH DATE

DWELLING FOUND?: ES..1 IS THE HEAD OF YES..1
 NO...2 THE HOUSEHOLD
 THE SAME NO...2(>>SUPERVISOR

.....

 align="center">***

VERIFICATION OF THE QUESTIONNAIRE, FIRST ROUND				
SUPERVISOR: LE NGOC LAM		8	DATE 29 03 92	
REMARKS: THE HOUSEHOLD HAS MOVED, THE DWELLING HAS BEEN VACANT SINCE 15-2-92				
			REINTERVIEWED BY YES..1 SUPERVISOR? NO...2	
THIS HOUSEHOLD REPLACES HOUSEHOLD No:	16	**	THIS HOUSEHOLD WILL BE REPLACED BY HOUSEHOLD No:	

* The interviewer prepares the questionnaire for replacement household No: 20

** The supervisor notes that this household replaces household No: 16

*** The supervisor gives the questionnaire to the interviewer for conducting the interview.

6. VERIFYING AND CODING THE QUESTIONNAIRE

You should review each completed questionnaire to determine if it was completely and correctly filled out (by each section and each line) and to find out the errors and inconsistencies, which should be corrected by coming back to the household of the interviewers. In addition you have to encode some answers of some questions.

6.1 Verifying the completed questionnaires

The supervisor should verify the completed questionnaires every day just after the interviewer completed the questionnaire, and before giving it to the data entry operator. To do this you will be provided questionnaire verification forms.

If some errors or inconsistencies are found, you should meet appropriate interviewer to instruct him/her to correct immediately before leaving the commune. You should keep the verification forms for each questionnaire until the end of the Second Round. After data for the Second Round have been entered, the form with the completed questionnaires must be sent to steering committee.

FORM 1

QUESTIONNAIRE VERIFICATION

CLUSTER.....

HOUSEHOLD.....

INTERVIEWER.....

S E C T I O N	Q.	ROUND ONE	RESULT	
			SATIS- FAC- TORY	TO BE RE DONE
1A	11- 12	All persons are correctly classified as members of the household		
1A	12	A across was written in column A for all household members and only for the household members		
1A	6	The age in years was copied in column B for all household members		
1B		A line is filled in for each person in the household roster		
1C		If the answer of question 1 is 1 YES a line is filled in for one person		
2A		A line is filled in for the household member aged kindergarten or more		
3		A line is filled in for each person in the household roster		
4A	1-7	Q. 1 to Q. 7 are asked for all household members aged 6 or more		
4A	1	All household members 15 years or more should answer for him/herself		
4A- 4G		All activities recorded in Part 4A should be found in one of this Parts		
4B	1-2	If the answer of Q. 1 and Q. 2 are YES 8-9 then Q. 8 and Q. 9 must be filled		
4C	1-2	If the answers to Q. 1 and Q. 2 are YES 8-9 then Q. 8 and Q. 9 must be filled		
4B-C -H		Number of working hours during the last 7 days must be less than 16		

		hours per day		
4F		A line is filled in for each household member 6 years or older		
5		A line is filled in for each household member 15 years or older		
6A	1-7	The skip patents must be followed correctly.		
6B		Using right and ownership must be classified correctly.		
6B		The skip patents must be followed correctly		
6C	1	Dimensions on the sketch of the house must be written down relevant to 6A		
7	4-5	Name of a person must be filled in Q.5 for each business mentioned in Q.4		
7	8-9	A name must be filled in for each question		
7	10	The woman must be selected correctly and her name must be filled		
8		If the respondent is not the same woman selected in Section 7, then an explanation must be available		
8	11	Number of children filled in Q.11 must be the same of precede page		

FORM 1 QUESTIONNAIRE VERIFICATION FORM

S E C T I O N	Q.	ROUND TWO	RESULT	
			SATIS- FAC- TORY	TO BE RE- DONE
1-8		All red remarks have been checked and corrected		
9		If respondent is not the same person selected in section 7, an explanation must be available		
9A-B		No inconsistencies between areas		

		recorded in Part A and Part B
9F-H	1	If the answer is 1 (YES) parts F,G, H, I must be filled
10A	1	Parts A,A,C,D must be filled in for all business mentioned
10A	3	If the respondent is not the same person, selected in section 7, then the an explanation must be available
10A OB	10 1	If the answer to Q.1 Part A is 1(YES then Part B "Salary" must be filled
10B	1-2	An amount must be filled in Q.3 Q.3 Q.4 for each YES answer
10D		An amount must be filled in Q.2 for each YES answer
11		If the respondent is not the same person, selected in section 7, then the an explanation must be available
11A	1	A single box (for YES or NO) must be crossed for each item listed in Q.1. A line must be completed for each item with a cross in the YES box
11B	1	A single box (for YES or NO) must be crossed for each item listed in Q.1. An amount of money must be filled in the next questions for each YES answer
12		If the respondent is not the same person, selected in section 7, then the an explanation must be available
12A		An amount of money must be filled in the next questions for each YES answer
12B		Information has been filled in the lines with YES in Q.1
12C		Items with a cross have been copied in given table on the right and the lines for the items must be filled
12D		If the answer to Q.1 is 1(YES) then a line must be filled
13		If the respondent is not the same

		person, selected in section 7, then the an explanation must be available		
13A		If the answer of Q.1 is 1(YES), then at least a name of one person must be written		
13B	1	A single box (for YES or NO) must be crossed for each item listed in Q.1. An amount of money must be filled in Q. 2		
14A	1,2	If the answer is 1(YES), then an amount must be filled in Q. 2		
14A 14B	3	If the answer to Q.3 is 1(YES), then at least one line in part B must be filled in		

Supervisor.....
Data.....

6.2 Office coding

Most of the responses of household questionnaires have been precoded. The supervisor is responsible for coding 12 questions after First Round of interview. These codes must be entered before giving the questionnaire to Data entry operator.

The following are questions must be coded.

<u>SECTION</u>	<u>PART</u>	<u>QUESTION</u>	<u>CODE</u>
4	B. Main job during the past 7 days	1 2	Job Sector
	C. Secondary job during the past 7 days	1 2	Job Sector
	E. Main job during the pas 12 months	1 2	Job Sector
	F. Employment history	2 3	Job Section
	G. Secondary Job during the past 12 months	1 2	Job Sector
7	Respondents for Second round's work	4	Sector

PROFESSIONAL CODES

GROUP 0/1 - Professional, technical and related workers

01 - physical scientist and related technicians.

- 02 - Architects, engineers, and related technicians
- 04 - Aircraft and ships officers
- 05 - Life scientists and related technicians
- 06 - Doctors, dentists, veterinary and related workers
- 07 - Physicians
- 08 - Statisticians, mathematicians, systems analysts and related technicians.
- 09 - Economics
- 11 - Accountants
- 12 - Jurists
- 13 - Teachers, trainers
- 14 - Religion servicemen
- 15 - Authors, journalists and related writers
- 16 - Painters, sculptors, photographers, and related creative artists
- 17 - Composers and performing artists
- 18 - Athletes, sportmen and related workers
- 19 - Professional and technical workers not elsewhere classified

GROUP 2 - Administrative and managerial workers and

- 20 - Legislative officials and government administrators
these organization
- 21 - Managers (directors, vice directors of State,
cooperative, private enterprises and join ventures)

GROUP 3 Clerical and related workers

- 30 - Clerical supervisors
- 32 - Stenographers, typists, and card and tape punching machine operators
- 33 - Bookkeepers, cashiers, and related workers
- 34 - Computing machine operators
- 35 - Transportation and communication supervisors
- 36 - Transport conductors
- 37 - Mail distribution clerks
- 38 - Telephone, and telegraph operators
- 39 - Clerial and related workers not elsewhere classified

GROUP 4 Sales workers

- 40 - Managers (wholesale and retail trade)
- 41 - Working proprietors (wholesale and retail trade)
- 42 - Sale supervisors, and buyers
- 43 - Technical salesmen, commercial travelers, and manufacturers' agents
- 44 - Insurance, real estate securities, and business services salesmen and auctioneers
- 45 - Shop assistants, salesmen, and related workers
- 49 - Sales workers not elsewhere classified

GROUP 5 service workers

- 50 - Managers (catering and lodging service
- 51 - Working proprietors (catering and lodging services)
- 52 - Housekeeping and related services supervisors

- 53 - Kooks, waiters, bartenders and related workers
- 54 - Maid and related housekeeping service workers not elsewhere classified
- 55 - Cleaners, building caretakers, charworkers, and related workers
- 56 - Launderers, dry-cleaners, and pressers
- 57 - Barbers, hairdressers, beauticians, and related workers
- 58 - Protective service workers
- 59 - Service workers not elsewhere classified

GROUP 6 Agricultural, animal husbandry, forestry workers, fishermen and hunters

- 60 - Farm managers and supervisors
- 61 - Farmers (farming, livestock and aquatic product raising)
- 62 - General farm workers (farming and livestock raising) in agricultural cooperatives or farm
- 63 - Forestry workers
- 64 - Fishermen, hunters, and related workers

GROUP 7/8/9 Production and related workers, transport equipment operators, and laborers

- 70 - Productive supervisors and general foreman
- 71 - Miners, quarrymen, well drillers, and related workers
- 72 - Metal producers
- 73 - Wood preparation workers and paper makers paper
- 74 - Chemical processors and related workers
- 75 - Spinners, weavers, knitters, dyes, and related workers
- 76 - ~~Tanners, filmmakers, and pelt dressers~~
- 77 - ~~Food~~; food stuff and beverage processors
- 78 - Tobacco preparers and cigarettes makers
- 79 - Tailors, dressmakers, sewers, upholsterers, and related workers
- 80 - shoemakers and leather goods makers
- 81 - Cabinetmakers and related wood workers.
- 82 - Stone carvers and cutters
- 83 - Blacksmiths, toolmakers, and machine tool operators
- 84 - Machine assemblers, machinery fitters and precision instrument makers (except electrical)
- 85 - Electrical fitters, and related electrical and electronics workers
- 86 - Broadcasting station and sound equipment operators, and cinema projectionists
- 87 - Welders plumbers, sheet metal and structural metal preparers
- 88 - Jewelry and precious metal workers
- 89 - Ceramic, glass, porcelain maker
- 90 - Rubber, and plastic products makers
- 91 - Paper and paperboard producers
- 92 - Printers and related workers
- 93 - Painter
- 94 - Production and related workers not elsewhere classified
- 95 - Bricklayer, carpenters, and other construction workers
- 96 - Stationary engines and related equipment operators

- 97 - Material handling and related equipment operators, dockers,
and freight handlers
- 98 - Transportation equipment operators
- 99 - Laborers not elsewhere classified
- X - For the person, whose work can not be classified in any kind
of job mentioned above
- X-1 For the person looking for a job
- X-2 For the person, who do not have permanent job and he/ she
runs such job that can not be classified in any kind of job
mentioned above
- X-3 For the person, who has no job

ECONOMIC SECTOR'S CODE

- GROUP 1** **Agriculture, hunting, forestry and fishing**
- 1.1.1 Agriculture (farming, husbandry, and raising of aquatic products
 - 1.1.2 Agricultural services
 - 1.1.3 Hunting
 - 1.2.1 Forestry
 - 1.2.2 Logging, and exploitation of other forestry products
 - 1.2.3 Fishing
- GROUP 2** **Mining and quarrying**
- 2.1.0 Mining of coal
 - 2.2.0 Exploitation of crude oil and gas
 - 2.3.0 Metal ore mining
 - 2.9.0 other mining
- GROUP 3** **Manufacturing**
- 3.1.1 Manufacture of food and food stuff
 - 3.1.3 Beverage industry
 - 3.1.4 Tobacco, cigarettes
 - 3.2.1 Manufacture of textiles
 - 3.2.2 Manufacture of garment (except of footwear)
 - 3.2.3 Leather industry and manufacture of other leather products (except garment and footwear)
 - 3.2.4 Manufacture of footwear (except footwear made of plastic, and latex)
 - 3.3.1 Manufacture of wood products (except furniture)
 - 3.3.2 Manufacture of furniture (except furniture made of metal)
 - 3.4.1 Cellulose, paper and paper products
 - 3.4.2 Press and publicity
 - 3.5.1 Industry of basic chemicals, including fertilizer
 - 3.5.2 Other chemical industry
 - 3.5.3 Oil finery
 - 3.5.4 Manufacture of other oil and coal products
 - 3.5.5 Manufacture of rubber products
 - 3.5.6 Manufacture of other plastic products which are not mentioned above
 - 3.6.1 Ceramic, porcelain products
 - 3.6.2 Production of glass and other glass products
 - 3.6.9 Ore processing except metal ore
 - 3.7.1 Steel industry
 - 3.7.2 Manufacture of basic metal (except iron)
 - 3.8.1 Manufacture of equipment made of metal
 - 3.8.2 Machinery Except electric and electronic machines
 - 3.8.4 Manufacture of electric and electronic machines
 - 3.8.5 Manufacture of science, technique equipment measuring instruments, and optical facilities
 - 3.9.0 Other machinery

- GROUP 4** Electricity, Gas, and Water
- 4.1.0 Electricity, gas and stream
- 4.2.0 Water works and supplies
- GROUP 5** Construction
- 5.0 Construction
- 5.1 Construction of industrial projects
- 5.2 Construction of agricultural, forestry, and irrigation projects
- 5.3 Construction of transportation projects
- 5.4 Construction of stores departments, storage
- 5.5 Construction of public projects
- 5.6 building
- 5.7 Construction of other projects
- GROUP 6** Wholesale and retail trade, restaurant, and hotels
- 6.1.0 Wholesale trade
- 6.2.0 Retail trade
- 6.3.1 Restaurants, cafes and other public alimentation
- 6.3.2 Hotel, guest houses
- GROUP 7** Transportation, storage, and communication
- 7.1.1 Road transportation
- 7.1.2 Inland water transportation
- 7.1.3 Air line
- 7.1.9 Services involved in transportation
- 7.2.0 Communication
- GROUP 8** Finance, insurance, real estate , and other businesses
- 8.1.0 Financial institutions
- 8.2.0 Insurance
- 8.3.1 Real estate and business
- 8.3.2 Service, and other business (except lending of equipment)
- 8.3.3 Lending of equipment
- GROUP 9** Community, social, and personal service
- 9.1.0 Public administration and defence
- 9.2.0 ~~Sanitary and similar~~ services
- 9.3.1 Education
- 9.3.2 Science, research institute
- 9.3.3 Health care
- 9.3.4 Welfare organization
- 9.3.5 Business, job and associations
- 9.3.9 Other organizations belonging to above group, which are not mentioned
- 9.4.1 Services involved in entertainment, photography
- 9.4.2 Library, museum, park, zoos, and other kind of services
- 9.4.9 Other services regarding the entertainment, which are not mentioned above
- 9.5.1 Repairing services

- 9.5.2 Washing, dying, bleaching services
- 9.5.3 Service of housework
- 9.5.9 Other individual services
- 9.6.0 International and other extra-territorial bodies

7. MONITORING INTERVIEWS

7.1 Observing the interviewers

At least once a week, the supervisor should participate to an interview conducted by each interviewer in order to observe that they are administering the questionnaire correctly, however you should be very sensitive to avoid presenting in interviews of sensitive sections. When observing an interview you should introduce yourself to the respondent and explain that you are together with interviewer responsible in administering the questionnaire. Do not ask or suggest any questions, and let the interviewer discuss with the respondent. In addition you should tell the interviewer that if he/she has any difficulties he/she should discuss with you without presentation of the respondent.

It is important to take notes of any questions or concept that the interviewer has difficulty in asking or understanding

In short, the interview should give you an opportunity to objectively assess the strengths and weaknesses of the interviewer. Every thing must be written down on the form No: 2 INTERVIEWER EVALUATION FORM. Following are included in the form

- Comportment of the interviewer Did he/she greet everyone before beginning the interview? Did he/she introduce him/herself and explain that the survey is conducted by the SPC in collaboration with the GSO? Did he/she explain properly the purpose of the survey, the way of household selection and that the collected information will be kept confidential?

Was he/she polite and patient with the respondent during interview? Did he/she thank everyone at the end?

- How did he/she ask the questions? Did he/she ask the questions as they appears in the questionnaire? Did he/she try to help the respondent think through the answers of the difficult questions: Such as in estimation of area of agricultural land? Did he/she accept "I don't know" as an answer without probing?

- Time spent on the interview? Did he/she gain time for interview avoid gossiping with people while still being very polite? Did he/she read the questions quickly without hesitating? Did he/she waste time at which he/she began each section?

- Impartiality Did he/she maintain a neutral attitude toward the questions and answers during the interview? Did he/she volunteer an opinion? Did he/she appear surprised or shock or disapproving about any of the answers? Did he/she suggest answers when asking the questions?

You should meet the interviewer to discuss your impressions of the interview you observed to point out where he/she did

well, as well as his/her shortcomings. Discuss your impressions of the interview with him/her making sure to enumerate his/her strong and weak points and offer advice on how he/she can perform more effectively.

Keep all completed Interviewer evaluation forms with team's files. These may be referred to by Steering committee members should arise questions regarding data quality.

FORM 2

INTERVIEWER EVALUATION

EVALUATION CRITERIA	RATING	
	SATISFAC- TORY	UNSATIS FACTORY
A. <u>Comportment of the interviewer</u>		
1. Did he/she greet everyone before beginning the interview?		
2. Did he/she introduces him/herself by explaining that he/she is working for the VNLSS conducted by the SPC and GSO?		
3. Did he/she explain the objectives of the survey properly, how the household was chosen and that the interview should be completely confidential?		
4. Was he/she polite and patient during the interview?		
5. Did he/she thank everyone at the end?		
B. <u>Interview of respondent</u>		
1. Did he/she ask the questions as they appear in the questionnaire?		
2. Did he/she try to interview the appropriate person in each section of the questionnaire?		
3. Did he/she accept "I don't know" as an answer without probing		
C. <u>Time spent on the interview</u>		
1. Did he/she avoid long discussion of questions with the respondent while still being polite?		
2. If he/she receives irrelevant or complicated answers, did he/she		

break in too suddenly?		
3. Did he/she rush through the interview thereby encouraging respondent to answer question quickly? <u>C. Impartiality</u>		
1. Did he/she maintain a neutral attitude toward the questions and answers during the interview?		
2. Did he/she volunteer an opinion?		
3. Did he/she surprised or shocks or disapproving about any of the answers?		
4. Did he she suggest answers when asking the questions?		

SUPERVISOR.....

DATE.....

7.2 Observing the respondent

When observing the interviews, the supervisor should also pay attention to the respondent and make notes of problems or difficulties in the interviewing process particularly with respect to the following.

- Inappropriately worded questions in the questionnaire.
- Concepts that are unclear to the respondent, or
- Questions that are often not answered because they are too personal and too sensitive.

The supervisor should make notes of these points and other problems or issues, which arise and need to be referred to the steering committee for advice or guidance. You should write particular observations and remarks on the page provided in the questionnaire "REMARK BY THE SUPERVISOR ON THE FIRST ROUND" in addition, you should discuss these issues steering committee or regional representative.

7.3 Re-interviewing selected households

Each week, you should visit three households at random from the 16 being interviewed by your interviewers to verify some of responses. Form No:3, which lists key questions to be re-asked in the household has already been prepared. Keep in mind that a difference in a response obtained by you and that obtained by your interviewers does not necessarily mean that the interviewer is not doing a careful job. The respondent met by you may be the head of the household and the individual the interviewer spoke

with may not be the same and different information may be provided at different time.

However if you receive dramatically different responses to a number of questions, you must have a thorough discussion with the interviewer regarding why you received different responses

FORM 3 ROUND ONE RE-INTERVIEW VERIFICATION

CLUSTER.....
HOUSEHOLD.....
INTERVIEWER.....

SECTION	QUESTION	RESULT		COMMENT
		SATISFACTORY	UNSATISFACTORY	
1	a Read out all household member and ask whether they have lived and had meal together			
	b Has anyone lived and had meal together but not considered household member?			
	c Have the persons not considered household member been away from home more than 6 months? (excluding some exceptions)			
2	Re-ask Q.6 and Q.7 for all household members			
3	Has anyone in the household been ill during the last 4 weeks, if the answer is YES ask his/her name, then check if the name has been filled in or not, if anyone has not been mentioned, ask whether he/she has been ill or injured.			
4	If the answer of Q.2 to Q.9 part A is NO for a person, did [.NAME.] work during the last 7 days.			
5	When did the household member (15 years or older) live in [PRESENT PLACE OF RESIDENT] then compare the answer with			

	response to Q.7, if the person live only in present place means he/she did not migrate to anywhere else, so the answer to Q. 1 must be 1 (YES)		
6	a. What type of dwelling does the household occupy?		
	b. Does the household own the unit		
	c. What items of housing expense does the household pay for?		
	d. Ask the respondent let you have a look at the house, then compare it with it's sketch drawn by the interviewer		
7	Re-ask Q. 1 to 9		
8	Re-ask the respondent Q.2. If the answer is YES, ask number of children, number of miscarriage pregnancies and still born that she has ever had, ask for a period of three years or more between 2 live-born children, compare the answers with responses in Q.2 collected by the interviewer		

SUPERVISOR.....

--

DATE.....

--	--	--

FORM 3 ROUND TWO RE-INTERVIEW VERIFICATION

CLUSTER.....

HOUSEHOLD.....

INTERVIEWER.....

SECTION	QUESTION	RESULT		COMMENT
		SATISFACTORY	UNSATISFACTORY	
9	a. Re-ask are cultivated by the household during the last last 12 months			
	b. What crops did the household grow during the last 12 months? Compare the answer with Q.1 P.B			
	c. Re-ask questions regarding the products sold for all crops with YES answer to Q.1			
	d. Re-ask Q.1, Q.8. Q.16. Q.23, Q.29, Q.33, Q.35, Q.40, Q.42, Q.46, Q.52, and Q.58 Part D			
	e. Re-ask Q.1 for all products listed in Part E			
	f. Re-ask Q.1 for all animals listed in Part F			
	g. Re-ask Q.1 for all items listed in Part H			
	h. Re-ask all equipment listed in Part K			
10	a. Re-ask Q.10, Q.11 Part A for all businesses listed			
	b. Re-ask Q.1 Part B for all businesses listed			
	c. Re-ask Q.1 Part D for all businesses listed			
11	a. Re-ask Q.1 Part A, Part B for			

	all items listed		
	b. Re-ask Q.9 Part B for all items listed		
12	a. Re-ask Q.1 Part A for all items of daily expenses listed		
	b. Re-ask Q.1 Part B for all items of annual expenses listed		
	c. Re- ask the question "Do the member of your household have .[GOODS]." for all items listed in Part C		
	d. Re-ask Q. 1 Part D		
13	Re-ask question 1 Part A		
	b. Re-ask for all kinds of income listed		
14	a. Re-ask Q.1 and Q.3 Part A		
	b. Re-ask Q.1 Part C		

SUPERVISOR.....

DATE.....

8 SUPERVISION OF DATA ENTRY

One of the most important task of the supervisor is to monitor and correct errors in the questionnaires detected by the data entry program. Because the survey is conducted in two rounds, you will make at least three checks of errors detected by the data entry program for each household:

- The first: after the data from the first round are entered involving only sections 1 to 8.
- The second: after the data from the second round and corrections from the first round are entered, for all section from section 1 to 15
- The third: after the correction from the second round are entered. In addition, you may have to make other checks if errors persist. However, keep in mind that it is possible for errors to be remained in the final data for the household.

This is to be expected with a questionnaire as complex as the VNLMs. These errors will be taken into account at some time by the data analysts.

3.1 Responsibilities of data entry operator.

Data entry involves entering information from the questionnaire and then running a series of programs to check the information.

These programs detect errors or inconsistencies in the data.

All data are stored internally in the team's computer and diskettes.

The data entry operator is also responsible for maintaining the computer, printer and storing the completed questionnaires, diskettes and printouts properly.

8.2 Data entry checks

Each week the data entry operator should give the supervisor three specific computer generated documents of each household in previous week's survey in the commune.

- a summary of all records that have entered for the household

- a list of all data entered for the household

- A special list of consistency check.

The supervisor should do the following tasks with each of these documents.

8.2.1 Summary of record entered

This printout displays all sections entered by the data entered by the data entry operator for the household, indicating the number of records in each section. The example bellow, shows a portion of the summary of the records entered for a particular household.

```
HOUSEHOLD 00213** PART 2 RECORDS ENTERED** 09/10/92
FORM
SECTION 0 PART A SURVEY INFORMATION 1
SECTION 0 PART B HOUSEHOLD ROSTER 1
SECTION 1 PART A Q.1 TO Q.12 2
SECTION 1 PART B INFORMATION ON PARENTS OF
HOUSEHOLD MEMBERS 2<-- ERROR
SECTION 1 PART C QUESTION 1 1
SECTION 1 PART C Q.2 TO Q.16 2
SECTION 2 EDUCATION Q.1 TO Q.15 2
SECTION 2 EDUCATION Q.12 TO Q.29 2
```

You should compare this list with the questionnaire to verify that the data entry operator entered all records. For example, the list above shows 2 records of section 1 part B (information on the parents of household members), which means that the data entry operator recorded the information for two persons. Look at the page for information on the parents of the household members in the household questionnaire, to make sure that this was indeed the household consisted of 2 members. If this is not the case, you should give the list back to the data entry operator for corrections.

If the data entry operator had to force an entry for a particular information, the note "<--ERROR" appears next the number of records entered (for example, section 1 part B INFORMATION ON PARENTS OF HOUSEHOLD MEMBERS in the example above). This means that the data entry program found some errors or inconsistencies in the questionnaire for that section. In this case, the operator should have circled the incorrect response with a red pen on the page, so you can find the specific nature

of the problem by looking at the appropriate page of the questionnaire. You should then look at the list of that section in the "List of the Completed Household" that the data entry operator will also give you and verify that he/she actually entered all data correctly. This will ascertain that the errors are indeed in the questionnaire or due to data entry program.

All errors so detected by in the first round of the survey should be discussed with the interviewers, so that these questionnaire are re-asked during the second round of interviews.

Any remaining errors in the questionnaire after the second round should also be discussed with the interviewers to avoid repeating them in future interviews. However, since the household will not be re-asked after the second round interviewers will not be able to correct them in the field. Do not attempt to correct these errors yourself. All data in the questionnaire after the last visit to the household are to be recorded without any changes in the computer files, even if some errors remain. These problems will be solved during data analyzing and processing.

8.2.2 Listing of Completed Questionnaire

This listing is a full representation of all data entered for a household in a format that mimics the shape of the questionnaire. The example below shows a portion of this listing for a particular household.

HOUSEHOLD 00213 RECORDS ENTERED 9/10/92

SECTION 1 PART A HOUSEHOLD ROSTER Q.1 TO Q.12

I D C		Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Q 7	Q 8	Q 9	Q 10	Q 11	Q 12
01	HUNG	1	1	1	180452	40	1	1	02	1	0	1	
02	HANH	2	2	1	301060	31	1	1	01	1	0	1	

HOUSEHOLD 1 PART B: PARENTS

I	D	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
C		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
01	2			1	1	12	0	6	15	2		1	2				61
02	2			1	3				3	2		1	3				61

The supervisor can compare portion of this listing with the corresponding part in the questionnaire particularly you can use this listing to know more about the sections appearing with the "<--ERRORS" mark in the summary of sections entered. The questions with incorrect or inconsistent answers are circled in black in the printouts to help you find them more easily.

Remained errors should be corrected by data entry operators or interviewers depending on which they have been made. The

example above shows an error in section 1, part b 2.7 of individual with Identify code 01. The answer to question 6 shows that the person did not attend any high school or university but has obtained license:

8.2.3 Listing of consistency check

This printout shows inconsistency detected by the data entry program among data in different parts or section of the questionnaire. The listing below provides an example

```
HOUSEHOLD 00213      CONSISTENCY CHECK

..... ERROR NUMBER 1:
SUMMARY OF SURVEY RESULT MISSING FOR SECTION 03
..... ERROR NUMBER 2:
FATHER OF INDIVIDUAL 01 HAS NOT HAD DIPLOMA
..... ERROR NUMBER 3:
INFORMATION OF PART A1 SECTION 09 IS MISSING

3 ERRORS DETECTED IN THIS HOUSEHOLD
```

The supervisor should examine the questionnaire carefully to verify all this cases. Some of them may not be errors (except data entry operator has made by mistakes). This is because consistency test norm has been fixed in the data entry program. For example, the program expects a child to be at least 15 years younger than his/her parents. So any case if the individual with ID code (01) father or (02) mother is 14 years older than individual with ID code (03) child the data entry program will find suspicious. But in fact woman may have a child at the age of 14. All these cases must be checked carefully, if you agree that the comment in this listing are genuine errors, you should mark the relevant responses in the questionnaire. So that they can be corrected by the interviewer in the next visit to the household.

8.3 Arrangement of team's location

The supervisor should meet the local authority to arrange a place for main office of the team. This place should be comfortable enough to locate team's materials as follows:

- Computer and printer must be put on a stable table
 - A room should have been provided to store printer, computer, questionnaire and other materials of the team.
- Especially you should find an appropriate place to store:
- Diskettes, which are fragile
 - Blank questionnaires
 - Completed questionnaires
 - First round completed questionnaires

- Unchecked completed questionnaires
- Un-checked printouts
- Checked printouts
- Other materials

8.4 Management of computer hardware

Ensure that the data entry operator has:

- Turn off the computer, printer at the end of each work period.
- Kept all equipment clean and protected from dust and heat.
- Does not mishandle or loose the equipment.

In addition, it is important to ensure that the team's computer is used solely for entering data, fixing data errors for the LSS and not for any other tasks.

If you encounter some problems with computer, inform immediately to the regional representative. Do not try to repair any computer equipment.

8.5 Backing up data and management of survey materials

When all data entry and error correction for a commune has been completed, make sure that the data entry operator makes 2 copies of all data for the commune on diskettes: one origin and one copy. You must sent one copy with all completed questionnaires of the commune to regional representative and the second copy to the Steering committee in Hanoi.

ANNEX 1: TABLE OF- TWO DIGIT RANDOM NUMBERS

A	B	C	D	E	F	G	H	I	J
78	46	08	78	59	99	97	15	78	20
12	35	13	53	88	11	87	80	82	76
35	01	77	13	07	02	73	72	23	64
18	25	36	15	05	44	57	27	60	43
76	17	02	33	53	10	17	69	87	56
29	04	73	23	24	55	05	02	47	77
93	98	25	73	05	96	54	95	27	23
46	25	33	88	53	17	2	78	86	73
89	39	15	46	98	23	08	17	63	25
79	11	22	19	72	56	04	43	82	92
56	95	78	62	05	98	36	19	49	12
09	64	45	81	38	93	93	11	15	18
19	48	95	93	38	32	08	89	24	90
06	05	76	06	55	42	61	85	69	27
79	11	22	19	72	56	04	43	82	92
10	61	25	17	61	32	26	79	09	60
58	97	62	08	53	73	55	35	85	55
27	88	64	21	89	45	51	56	13	98
28	66	30	31	45	48	68	08	50	90
44	93	71	10	79	85	94	20	29	91
76	85	30	08	63	33	03	84	29	95
72	74	31	31	93	97	62	29	90	76
41	03	43	23	67	25	85	79	48	64
08	46	45	24	55	47	27	82	78	12
13	08	87	90	33	74	92	12	68	19
53	57	16	99	60	16	11	63	15	40
96	20	97	19	18	87	29	27	94	50
62	34	76	46	67	75	14	85	96	08
71	44	35	22	85	12	79	68	33	62
01	24	66	96	80	08	36	65	28	25
92	64	22	91	58	86	21	64	91	44
50	03	95	04	63	04	45	12	08	14
28	83	78	95	20	98	15	97	52	15
83	78	39	95	56	57	59	24	60	03
24	29	77	94	74	66	19	92	82	19
82	16	54	06	84	29	59	24	37	54
36	65	76	79	39	61	88	35	45	71
97	43	09	11	77	68	60	70	34	35
72	99	63	71	34	29	59	06	27	69
60	27	68	16	39	80	88	25	69	65

ANNEX 2: TABLE OF THREE DIGIT RANDOM NUMBERS

A	B	C	D	E	F	G	H	I	J
768	961	556	201	636	423	368	231	880	322
294	168	863	523	642	221	715	813	814	593
280	596	479	351	923	855	069	218	177	301
186	179	443	865	803	346	272	991	351	742
915	356	053	432	162	973	126	951	675	845
701	339	333	568	566	306	287	586	108	359
738	998	038	904	659	100	790	643	939	077
679	791	710	526	176	942	804	717	935	595
605	785	406	659	769	250	149	487	543	556
217	213	670	551	211	460	122	058	866	715
128	989	281	902	255	652	142	966	501	180
567	504	655	256	413	752	397	553	164	459
876	564	757	461	751	735	959	988	924	090
147	013	464	743	603	176	428	010	695	098
602	987	532	114	364	829	968	730	164	094
065	360	362	858	357	113	402	530	554	712
554	494	512	814	716	056	606	291	999	324
845	261	100	970	358	933	664	036	087	538
160	189	819	908	966	144	907	506	685	117
278	932	886	527	609	228	793	347	765	504
632	775	867	707	625	164	587	554	875	354
546	946	612	862	912	402	545	577	567	306
302	881	433	026	186	396	849	186	745	740
075	651	875	998	302	015	450	802	778	641
709	219	892	552	892	839	345	712	846	787
760	505	595	411	336	450	112	261	410	153
763	063	040	146	174	078	956	093	488	328
506	942	270	018	435	785	511	546	631	295
506	777	175	426	548	498	317	739	710	235
235	621	177	843	685	978	858	553	902	176
293	381	359	279	049	091	251	899	120	116
802	178	053	124	767	718	784	137	725	506
421	386	034	109	458	316	550	720	154	418
477	823	059	810	943	554	929	730	182	977
508	381	405	971	905	774	757	360	568	524
922	441	073	723	279	163	220	415	688	519
173	118	285	941	619	663	880	747	187	785
834	932	611	880	502	862	374	153	631	657
805	062	289	313	883	249	213	858	214	780
670	100	921	551	195	737	450	193	806	917

FIRST WEEK

FOUR WEEKS SCHEDULE IN A COMMUNE

ROUND ONE	SUPERVISOR	INTERVIEWER	DATA ENTRY OPERATOR
First day	1. Arrival to I.st cluster, contact the II.nd cluster. 2. Meet chief of the commune, introduce team's members, make master list, select households 3. Visit selected households	1. Arrival in the II.nd cluster 2. Visit selected households & arrange the date for interview	1. Enter data of second cluster of previous commune 2. Correct data of the first round of the II.nd clus.
Second day	1. Prepare Q.res for I.st round's work 2. Observe 2 interviews 3. fill out Comm. Q.re	Interview 2 households for the I.st round	1. do the same work
Third day	1. Check 4 completed Q.res 2. Re-interview 1 household 3. Finish Community questionnaire	1. Interview 2 h.h 2. Return to interviewed h.hds for corrections	1. Finish the work for previous commune 2. Print the records entered
IV.th day	1. Check 4 completed Q.res 2. Re-interview 1 household	Do the same work previous day	1. Give the printouts the supervisor 2. diskcopy the results
V.th	1. Check completed questionnaires 2. Re-interview 1 household	Do the same work of previous day	1. Diskcopy 2. Do other tasks concerned
VI.th	1. Check completed questionnaires 2. give compl. Q.res to the D.E.O 3. Arrive to II.nd cluster	Finish I.st round for the I.st cluster, arrive the second cluster	Holiday
VII	Holiday	holiday	Enter data of the I.st round

SECOND WEEK

ROUND ONE	SUPERVISOR	INTERVIEWER	DATA ENTRY OPERATOR
First day	1. Arrival to II.nd cluster, 2. Meet chief of the cluster, introduce team's members, make master list, select households 3. Visit selected households	1. Arrival in the II.st cluster 2. Visit selected households & arrange the date for interview	1. Enter data of first R. of I.st cluster
Second day	The same work of the II.nd day of the I.st week	1. the same work of the II.nd day of the I.st week	1. do the same work
Third day	The same work of the III.rd day the I.st week	1. The same work of the III.th day of the I.st week	1. Finish the work of R. one of I.st cluster 2. Print the data entered
IV.th day	1. do the same work as first week 2. received printouts and check data of the I.st of the first cluster	Do the same work of the IV.th day of the I.st week	1. Give the printouts to the supervisor 2. Diskcopy the results
V.th	The same work of the V.th day of the I.st week	Do the same work of the V.th day of the first week	1. Diskcopy 2. Do other tasks
VI.th	1. Do the same work as in 1,2,6.th days of the first week 2. discuss with interviewer on errors 3. come back to the first cluster	Finish I.st round for the II.nd cl. 2. Discuss with the supervisor on errors 3. Come back to the I.st cluster	Holiday
VII	Holiday	holiday	1. Correct errors 2. Enter the data of I.st R. of II.nd Cluster

THIRD WEEK

ROUND TWO	SUPERVISOR	INTERVIEWER	DATA ENTRY OPERATOR
First day	1.Returned to the I.st cluster 2.Preparing Q.res for II.nd round's work	1.Returned to the I.st cluster 2. Arrange the date for interview of the households	1 Enter data of R.one of the II.nd cluster
II.nd day	1.Observe 2 interviews 2.Correct community Q.re if necessary	1.Interview 2 households for R. two 2.Verify the errors of R. two	1. do the same work
Third day	1. Check 4 completed Q.res 2. Re-interview 1 household.	1.The same work of II.nd day 2.Come back to the h.lds for corrections	1. Finish the work for previous commune 2.Print the records
IV.th day	1.Do the same work as the third day 2.Receive printouts of R. one the II.nd cluster	Do the same work	1.Give the printouts to the supervisor 2.Diskcopy the results
V.th	The same work as of VI.th day	Do the same work	1.Diskcopy 2.Do other tasks
VI.th	1.As previous day 2.Discuss with Operator & Int.er on errors 3.Return to the II.nd cluster	1.Finish R.two of I.st 2.Discuss with the supervisor 3.Return to the II.nd cluster	Holiday
VII	Holiday	holiday	1.Enter data of R. two of the I.st cluster & correct the errors

FOURTH WEEK

ROUND TWO	SUPERVISOR	INTERVIEWER	DATA ENTRY OPERATOR
First day	1.Return to II.nd cluster, 2. Prepare Q.res for Round two's work	1.Arrival in the II.nd cluster 2. arrange the data for second round's interview	1.Enter dat of first R. of I.st cluster
II.nd day	1. Observe 2 interviews	1.the same work of II.nd day of III.rd week	1. do the same work
Third day	The same work of the III.rd day of III.rd week	1. Interview 2 for round's 2 2.Come back to the h.lds for correction	1. Finish the work of R. 'one of I.st cluste 2.Print the records
IV.th day	1.do the same work as of the third day 2.received printouts & check data of R.one of the I.st cluster	Do the same work	1.Give the printouts to th S. 2.Diskcopy the results
V.th day	The same work of the IV.th day	Do the same work	1.Diskcopy 2.Do other tasks
VI.th day	1.Do the same work as in the V.th day 2.Discuss with & interviewers on the errors detected by data entry program 3.Leave for the next cluster	Finish II.nd R of II.nd cluster 2.Discuss with the supervisor on errors of II.nd round of I.st cluster	Holiday
VII day	Holiday	Holiday	1.Enter dat of R.two of II.nd cluster 2.Correct the errors of R.one of II.nd cl.